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S&S BR.

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CARIBBEAN AND HAWAIIAN (SECTION 32, AND SECTION VI
NATIONAL SCHOOL LUNCH) PROGRAMS

37.1

Program Operations
Special Handling

I PURPOSE AND SCOPE

This Instruction outlines the procedure for shipping commodities under the Section 32, or Section VI of the National School Lunch programs to the Caribbean area and to the Territory of Hawaii. This is separate and distinct from the cash sale program for deliveries to Puerto Rico which is provided for in Shipping and Storage (S&S) Branch Instructions No. 36.1.

II AUTHORITY

A The Food Distribution Programs (FDP) Branch is responsible for developing plans for the delivery of commodities under the Section 32 and Section VI of the National School Lunch programs.

1 Where commodity is procured under the Field Purchase Program for immediate export to the Caribbean or Hawaiian territories the procedure outlined in S&S Br. Instr. No. 39.2, entitled "Field Purchase and Distribution Program Operations" will be followed with respect to inland documentation and shipment.

2 Where commodity is purchased under Section VI of the National School Lunch Act the FDP Br. arranges with the appropriate commodity branch for the procurement of the commodity and purchase abstract will be received as set forth in S&S Br. Instr. No. 42.1, entitled "Distribution of Abstracts and Related Documents."

III DELIVERY ORDERS

A The FDP Br. is responsible for arranging with FMA state directors at San Juan, Puerto Rico and Honolulu, Territory of Hawaii, for the proper allocation of commodities to be supplied under these programs (Sec. 32 and National School Lunch), and for securing Delivery Orders, Form FP-54 from them. The FDP Br. will forward Delivery Orders to the Pro. O. Div. with detailed instructions for export shipment.

1 The Pro. O. Div. shall forward Delivery Orders to the S&S field office. After shipment has been effected the S&S field office shall forward completed pink and white copies of the Delivery Order to the FMA state office (in San Juan or Honolulu) from which the Delivery Order was originally received. The FMA state office (in San Juan or Honolulu) will then transmit them through proper channels to the destination consignee for execution.

IV EFFECTING SHIPMENTS

A Ordering Commodity - The Pro. O. Div. shall ascertain availability of commodity and request the Shipping Division to secure ocean shipping space. (See Par. IV B.) When the Shipping Division notifies the Pro. O. Div. that it has secured a firm booking of vessel, the Pro. O. Div. shall prepare an FAS Authorization message for transmittal and shall forward the Delivery Orders by fastest post to the S&S field office of origin.

1 Where commodities are being procured under the Field Purchase Program for immediate export to the Caribbean or Hawaiian territories, the procedure outlined in S&S Br. Instr. No. 39.2 entitled "Field Purchase and Distribution Operations" will be followed.

B Ocean Shipping Space - The Shipping Division, upon request of the Pro. O. Div. shall recommend the port of exit, and secure ocean shipping space and notify the Pro. O. Div. the name of the vessel and the sailing schedule. Where necessary, the Shipping Div. may request the Shipping Section(s) (field) to book ocean shipping space.

C Documentation1 Inland Shipments

a The S&S field office of origin shall prepare a Notice to Deliver, Form CCC-107, as set forth in S&S Br. Instr. No. 39.9 (dated January 29, 1947), entitled "Order Preparation and Distribution", and issue Government bills of lading for the movement of commodities from inland points to the port of export. A separate bill of lading shall be issued for each car. Shipments will be consigned as follows:

USDA-PMA c/o _____ Steamship Company
for forwarding to:
(Show consignee and destination port in Puerto Rico
or Territory of Hawaii) 1/

b The inland bill of lading will be accomplished by the steamship company, and any over, short and/or damage information shall be reported on the reverse side of the original bill of lading. The steamship company will also execute "Report of Cargo Over, Short and/or Damaged" Form SS-59, wherever necessary.

1/ As given in the Delivery Order furnished by the FDP Branch. - - - - -

(IV C)

2 Export Shipments

a The S&S field or sub office serving the port of export will prepare the U. S. Government bills of lading for the ocean movement from the port of exit to the port of entry in Puerto Rico or Hawaii, chargeable to (a) the Section 32 Program or (b) the National School Lunch Program, whichever is applicable. The consignor will be shown as USDA-PMA (Steamship Company) and the shipment consigned to the destination port in Puerto Rico or Hawaii in accordance with the Delivery Order and the inland bill of lading. One U. S. Government bill of lading shall be prepared for the entire ocean movement from each port of exit in the United States to each port of entry in the Caribbean area or the Territory of Hawaii.

b The bill of lading covering ocean movement shall show reference to each inland rail bill of lading and ex-car number (with gross and net weight quantities for each car)
e. g. 1/ "Inland rail movements covered by:"

B/L	Car Initial & No.	No. of Units	Net Weight	Gross Weight
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c Bill of lading for ocean movements shall be distributed as outlined in S&S Br. Instr. No. 39.8 entitled "Movement of Commodities."

V LIFTING REPORTS

A The S&S field or sub office at the port of export shall cable the following information to the PMA State Director at (a) San Juan, Puerto Rico or (b) Honolulu, Territory of Hawaii, as soon as the commodity is loaded aboard the vessel: 2/

- (1) Name of vessel
- (2) Time and date of vessel's departure
- (3) Commodity
- (4) Quantity (Net or Gross Weight of commodity)
- (5) How packaged

A copy of this cablegram shall be mailed to the Director, FDP Br. in Washington.

- 1/ If necessary this may be shown on bill of lading continuation sheet.
- 2/ Cablegram chargeable to section 32 or National School Lunch Program, whichever is applicable.

(V)

B The "FAS Authorization and Control Record", Form SS-150 shall be mailed by the S&S field or sub office at port of export, by fastest post as follows:

Original and) - Shipping & Storage Branch, FMA) in envelope
one copy 1/) U. S. Department of Agriculture) marked "Shipping
Washington 25, D. C.) Documents"

One copy - S&S field office of destination (where applicable)

One copy - Area Fiscal Office, FMA) with bill of
U. S. Department of Agriculture) lading attached
150 Broadway) where possible
New York 7, New York)

VI OVER, SHORT, AND/OR DAMAGED REPORTS

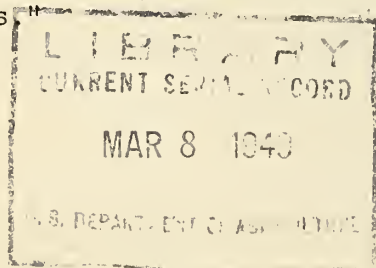
Wherever commodities are received at (a) Puerto Rico or (b) Hawaii in a damaged condition the FMA State Director will prepare Over, Short and/or Damaged Report, Form SS-59, and have such reports countersigned by the agent of the steamship company. The original and one copy of Form SS-59 shall be forwarded to the S&S field or sub office at the port where commodities are exported, and that office shall distribute Forms SS-59 as follows:

Original - Claims Division 2/
Shipping & Storage Branch, FMA
U. S. Department of Agriculture
Washington 25, D. C.

Copy - Retained in files of S&S field or sub office of export.

VII SUPERSEDING INSTRUCTIONS

This Instruction is effective immediately and supersedes book letter of the Deputy Director, dated October 30, 1946, subject "Caribbean Section 32 Programs"



H. O. Larlick
H. O. Larlick, Director
Shipping and Storage Branch

- 1/ To be distributed: Original to Inv. Acctg. Div.; Copy to Pro. O. Div.
- 2/ Except on exports from the New York field office's territory, in which case this copy shall be sent to the Claims Section of the S&S field office, New York.